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29 December 1982

MEMORANDUM FOR: All NIOs

FROM : H. F. Hutchinson, Jr., VC/NIC  
 SUBJECT : A Comment and Year-End Reminders

1. I met with the DDCI today on a variety of subjects and wish to pass on to you his compliments on your contingency papers. Your individual lists of contingencies and the several papers already prepared were extremely useful. Several of the contingencies you cited have lead to specific collection tasking for the DO and contingency planning for the Directorate of Administration.

2. Our NIC staff meeting Wednesday, 5 January, will begin at 0830 and end around 0930. This will be a collection tutorial

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3. A reminder that the NIC planning conference will take place 30-31 March [redacted]. This will involve the NIOs or their assistant if the NIO is out of town. We will provide further administrative details in early March. I would appreciate your suggestions for agenda items any time throughout the January/February period.

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4. A reminder about the weekly staff meetings. This reminder is necessary because some NIOs and certainly the Chairman, NIC are being short-changed on some of these meetings.

- Tuesday Staff Meeting. This meeting begins at 0830 and you should plan for a half hour. The purpose is to prepare the Chairman, NIC for the weekly DCI staff meeting that begins at 0930. The secondary purpose is for a brief exchange of information among NIOs. This meeting should be attended by the NIO or his Assistant.
- Wednesday Staff Meeting. This staff meeting is scheduled to begin at 0900, lasting to 1000 if necessary. The purpose of this staff meeting is for a fuller exchange of information among NIOs and the Chairman, NIC. It is not possible for every person to hold forth for an extended period, but it should be an unusual circumstance if the NIO had nothing to say. This meeting is to be attended by the NIO or his Assistant. The Assistants are also invited to attend this meeting as are members of the AG and the SRP.

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- Thursday Staff Meeting. This meeting normally begins at 0900 and lasts as required to 1000. This staff meeting is set aside for the Chairman to meet with the AG members for an exchange of information about progress on AG projects. Most of these discussions focus on estimates in progress upon which the AG members are working.
- Friday Staff Meeting. This meeting normally begins at 0830 and runs until shortly before 0900 as required. The purpose of this meeting is to prepare the Chairman, NIC for his 0900 weekly meeting with the DDCI, DDI and DCI. The NIO or his Assistant should attend this meeting and make such contributions as are appropriate to the Chairman, NIC requirements. There are limited opportunities in this half hour for an exchange of information among the NI0s.

5. Some additional comments about staff meetings and being informed.

- a) I find that the secretaries are remarkably uninformed about the general NIC agenda and the priorities associated with it. Further they are remarkably uninformed about many of the administrative items that are touched upon at the weekly NIC meetings mentioned above. This memorandum is addressed to the solution of these problems -- you. Please take the time to inform your assistants and secretaries on a timely basis of items of interest to them that are covered in our staff meeting. My invitation to the secretaries to attend occasional staff meetings still stands. The background to that invitation is that a representative from each of our separate floor locations might well elect to attend some of our weekly staff meetings and report back to her colleagues.
- b) The Chairman, NIC is frequently unaware of your activities and your progress in the production of estimates. He has an obligation to be informed and to assist you in solving your problems and to provide occasional guidance for the conduct of your activities. The DCI expects the Chairman to be fully informed of your activities and it follows that you have an obligation to keep the Chairman informed.

Happy New Year!

H. F. Hutchinson, Jr.

cc: C/NIC  
EXO/NIC  
AO/NIC

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